



# RENT FREEZE PROGRAM MANAGING AGENT INFORMATION UPDATE FORM

**INSTRUCTIONS:** Please complete this form to correct errors or request changes to the information on your tax abatement credit (TAC) report.

Completed forms should be mailed to: New York City Department of Finance, Rent Freeze Program, P.O. Box 3179, Union, NJ 07083. You may also submit the completed form online by visiting the NYC Landlord Express Access Portal at [www.nyc.gov/contactleap](http://www.nyc.gov/contactleap).

If you need assistance, please call 311 or send us a message by visiting [www.nyc.gov/contactscrie](http://www.nyc.gov/contactscrie) for SCRIE or [www.nyc.gov/contactdrie](http://www.nyc.gov/contactdrie) for DRIE.

NOTE: If you need to update your property's mailing address and billing information, please visit [www.nyc.gov/changemailingaddress](http://www.nyc.gov/changemailingaddress).

## SECTION 1: PLEASE PROVIDE THE PROPERTY BBL AND ADDRESS (REQUIRED)

BOROUGH:	BLOCK	LOT
PROPERTY ADDRESS:		

Check reason(s) for update and complete the information in Section 2.

- New Managing Agent       Change in Managing Agent Address/Contact Information  
 Other (please explain) \_\_\_\_\_

## SECTION 2: ENTER THE NEW OR UPDATED MANAGING AGENT INFORMATION

NAME:	
ORGANIZATION:	
MAILING ADDRESS:	
TELEPHONE NUMBER: (     )	EMAIL ADDRESS:

\_\_\_\_\_  
Name of Requestor (please print)

\_\_\_\_\_  
Title/Role

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

If due to a disability you need an accommodation in order to apply for and receive a service or participate in a program offered by the Department of Finance, please contact the Disability Service Facilitator at [www.nyc.gov/contactdofeeo](http://www.nyc.gov/contactdofeeo) or by calling 311.